

## APPLICATION FOR REGISTRATION AS A STATE PLUMBING CONTRACTOR

If your company is obtaining a Permit from Nashville/Davidson County, and the permit amount is over \$25,000 you must register your State of Tennessee License with the Department of Codes Administration prior to issuance of Plumbing Permits. Please complete this form and provide to our office a copy of your State of Tennessee License and the Registration Fee in the amount of One Hundred (\$100.00) Dollars made payable to The Metropolitan Government

In accordance with the requirements of the State of Tennessee, House Bill No. 522, I/We hereby make application as a Registered State Plumbing Contractor, to obtain Plumbing Permits in Nashville and Davidson County.

Date \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_ Local/Toll Free Telephone No. (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

State of Tennessee License No. \_\_\_\_\_

Classification \_\_\_\_\_  
Classification Required: CMC or CMC-A

Date of Expiration \_\_\_\_\_

Monetary Limitations \_\_\_\_\_

Qualifying Agent Designated by the State of Tennessee \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Applicant Home Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

I hereby certify that the above information is true to the best of my knowledge, and I further attest to the validity of the above signature.

\_\_\_\_\_  
Sole Proprietor, Partner or Corporate Officer must sign

PLEASE HAVE THIS FORM NOTARIZED:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Personally appeared before me, \_\_\_\_\_, a Notary Public in and for said State and County, the within named, \_\_\_\_\_ has the authority and thereby executed the within instrument for the purpose therein contained.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_ My Commission Expires \_\_\_\_\_

APPROVED \_\_\_\_\_  
Director, Department of Codes Administration

Date Registered: \_\_\_\_\_

\_\_\_\_\_  
Date

Metro Registration Number: \_\_\_\_\_

Incomplete applications will not be accepted. When submitting this Registration form please provide a copy of your State of Tennessee License and a check in the amount of One Hundred Dollars (\$100.00) made payable to *The Metropolitan Government* for the Registration Fee. Please complete the application and deliver or mail to *The Department of Codes Administration, Metro Office Building, 800 - 2nd Avenue, South, P.O. Box 196300 Nashville, Tennessee 37219-6300.*

If you should have any questions, please contact the Licensing Division at (615) 862-6598.

**INSTRUCTIONS FOR REGISTRATION AS A STATE PLUMBING CONTRACTOR FOR  
NASHVILLE/DAVIDSON COUNTY, TENNESSEE**

Before completing Steps I-VI, you must first have a State of Tennessee License with the Classification of CMC or CMC-A. If you do not hold either of these classifications, you will need to contact the Department of Commerce and Insurance, Board for Licensing Contractors, 500 James Robertson Parkway, Suite 110, Nashville, Tennessee 37243, Phone (615) 741-8307.

**STEP I**

To apply for Registration as a Nashville and Davidson County State Plumbing Contractor, please complete the "*Application For Registration as a State Plumbing Contractor*". The applicant who was administered the State of Tennessee examination or proficiency test must complete the form.

The only State Plumbing Classifications accepted in Nashville and Davidson County are CMC or CMC-A.

**STEP II**

The sole proprietor, partner or corporate officer must sign the Registration form, verifying all information on the Registration form is true, and attest to the validity of the applicant's signature.

**STEP III**

The Registration form must be notarized by a Notary Public attesting to the validity of the applicant and/or sole proprietor, partner or corporate officer's signature.

**STEP IV**

No Registration will be approved by the Director of Codes Administration until the following documentation is provided. Incomplete Applications for Registrations will not be accepted.

- A **copy** of your State of Tennessee License showing license number, limitations, and classification
- Written verification shall be provided by the applicant, or an affidavit from the State of Tennessee verifying date of examination and passing grade received when examined by the National Assessment Institute
- Metropolitan Permit Bond - \$40,000 – **Original Bond Required**
- Certificate of Insurance, General Liability, minimum amount \$300,000 *Metro Codes as "certificate holder"*
- Davidson County Business License – #615-862-6050
- Local or Toll Free Telephone Number
- A Check in the amount of \$100.00 for the License Registration Fee, made payable to "*The Metropolitan Government*"
- The Permit Bond, Certificate of Insurance and Metropolitan Business License must be in the name displayed on the State of Tennessee License – no exceptions.

**STEP V**

Once approval is granted, the applicant will be allowed to obtain Plumbing Permits. Any permits obtained must be signed by the individual who is the "Qualifying Agent" for the company.

Mail or deliver Registration with required information to:

The Department of Codes Administration  
Metro Office Building  
800 Second Avenue, South – 3<sup>rd</sup> Floor  
P.O. Box 196300  
Nashville, Tennessee 37219-6300